

**New Mexico State University at Grants
Position Request Form
TEMPORARY/HOURLY**

(All requests are subject to approval depending on funding, Administrative approval, and background check)

- Step 1: Submit the request form to the Human Resources office.
 - Step 2: Human Resource Liaison will forward the request to the Business Manager III for budget consideration.
 - Step 3: Business Manager III submits to VPAA/Assoc Campus Director for approval.
 - Step 4: If approved, HR Liaison will enter into Banner and submit all hiring paperwork to Las Cruces.
 - Step 5: If necessary Las Cruces will conduct background check for anyone hired beyond 30 days.
- HR liaison will notify the designated supervisor of the approved starting date.**

Job Function or Title _____

Job Duties (ex: will tutor Math for ABE) _____

Proposed Start Date _____ Proposed End Date _____

Timesheet Org. Code _____ Index # _____ Org # _____

Rate of Pay: _____ Per Hour Position # _____

Maximum Hours Working Per Week _____

Applicant Recommended for hire:

Banner ID _____ NMSU email _____

Name _____

Mailing Address _____

Phone Number _____ Date of Birth _____

Highest Degree Received (include HS diploma or GED) _____

Date Degree Received _____
Month Year

Retiree Status Not Retired _____ NMSU Retiree _____ ERB Retiree _____

BEFORE EMPLOYMENT BEGINS EVERY NEW HIRE MUST SEE HUMAN RESOURCES TO COMPLETE:

I-9 Form _____ W-4 Form _____ Application/Resume _____

Supervisor of this position _____ *Date* _____

Business Manager III _____ *Date* _____

VPAA/Assoc. Campus Director _____ *Date* _____

For Office Use Only
Requisition # _____ Date Entered _____